

02A 3

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Compensated Overtime, Second Quarter FY-88

FROM:

Chief, Agency Contracts Group, OL

EXTENSION

NO.

OL 12001-88



DATE

3 February 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, B&amp;FB/OL

A1 to 3:

This overtime is based on estimated overtime requested by each Branch Chief.

2.

3. Executive Officer, OL

3. Forwarded for approval.

4.

5. DC/B&amp;FB/OL

FYI: Second Quarter, FY-87 PD used 1159 hours of overtime according to PD records.

6.

7. C/ACG/OL

8.

9. AA/ACG/OL

10.

11.

12.

13.

14.

15.

3 February 1988

MEMORANDUM FOR: Executive Officer, OL

VIA: Chief, Budget and Fiscal Branch, EO/OL

FROM:   
Chief, Agency Contracts Group, OL

SUBJECT: Compensated Overtime, Second Quarter FY-88

1. It is requested that Agency Contracts Group, (ACG) be allotted 1140 hours of compensated overtime for the second quarter of FY-88.

2. The overtime requested is based on the current and anticipated workloads; the current typing backlog; and our current position vacancies.

3. There are 50 hours requested for personnel assigned to the PD Development Complement who are currently assigned to contract teams and the CLAS task force. During this quarter there is only one person working as an escort and those hours have been incorporated in the total number of hours requested. Also, Small Purchases Section at Logistics Operations Center is now part of Supply Division, so their requirements are no longer included in this request.

4. The breakdown of overtime hours expected to be used by ACG for this quarter is as follows:

|                                   |                    |
|-----------------------------------|--------------------|
| Office of the Chief               | 50 Hour s          |
| ADP & Engineering (OIT)           | 300 Hour s         |
| Contract Admin. & Settlement Team | 50 Hour s          |
| Core Team                         | 290 Hour s         |
| General Procurement Team          | 400 Hour s         |
| ACG Dev Comp/CLAS                 | 50 Hour s          |
| TOTAL:                            | <u>1140 Hour s</u> |

APPROVED:

5 FEB 1988

Date

OL 12001-88

SUBJECT: Compensated Overtime, Second Quarter FY-88

STAT

OL/PD/  (3 February 88)

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